

Arts Council of Fairfax County Organizational Development Grant Guidelines and Application



Deadline: June 2, 2008

Arts Council of Fairfax County
4022 Hummer Road
Annandale, VA 22003
(703) 642-0862
www.artsfairfax.org

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Introduction

The Arts Council of Fairfax County creates and nurtures an environment in which the arts and artists can flourish, and is designated as Fairfax County's local arts agency. Through partnerships with schools, individual artists, arts organizations, and other cultural and community groups, the Arts Council promotes and encourages excellence in the arts by initiating and supporting programs, activities, and policies that inspire, nurture, and reflect the cultural diversity of Fairfax County.

In 2006, the Fairfax County Board of Supervisors established a community funding pool for the arts through a grant to the Arts Council of Fairfax County. The *Organizational Development Grant Program* is supported by this community funding pool.

Purpose

The purpose of *Organizational Development Grant Program* is to encourage the development and advancement of the arts in Fairfax County while serving the artistic and cultural needs of Fairfax County residents and their families.

Goals

Through the *Organizational Development Grant Program*, the Arts Council of Fairfax County seeks:

- To provide support for established arts organizations and the development of new organizations;
- To promote opportunities for artists and arts organizations of all disciplines to create, present, and celebrate their artistic endeavors;
- To be a catalyst for increased private sector support for arts organizations through leveraged public funding;
- To encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.

Organizational Eligibility

All applicants must meet the following criteria to apply to the *Organizational Development Grant Program*. Staff reviews all grant applications for eligibility prior to the review process.

1. An organization is eligible to apply to the *Organizational Development Grant Program* if:
 - It has as a core mission the creation, exhibition, presentation, production, or performance of and/or education in, an arts discipline.
 - It has regular activity in a minimum of four different months in the year or 120 days of the year.
2. An organization must:
 - Be in compliance with all local, state, and federal laws; and
 - Hold current or pending status under IRS code 501(c)(3); or
 - Operate as a specifically defined arts division, or have its own arts program identity, within a larger nonprofit 501(c)(3) organization.
3. The organization or the division/program that is applying must have an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church and satisfy TWO of the following four criteria:
 - Present at least 51% of public artistic activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Meet, rehearse, exhibit, and operate within the geographical boundary of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Have 51% of board of directors' members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Verify that 51% of attendees at performances, exhibits, events, and activities reside in Fairfax County, the City of Fairfax, or the City of Falls Church evidenced through acceptable statistical data including but not limited to: ticket analysis, subscription data, box office surveys, and audience surveys.
4. The applicant must have submitted all required final reports for any grant(s) received from the Arts Council of Fairfax County during fiscal year 2008 that are due by the application deadline.
5. An organization must have independently prepared financial statements such as an audit or a treasurer's report (audit required for organizations with expenses of \$500,000 and above).
6. The applicant must be a current member of the Arts Council of Fairfax County.

Grant Restrictions

All *Organizational Development Grant Program* grants must:

- Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church;
- Have qualified artistic or scholarly, administrative, and management leadership (either professional or volunteer) capable of completing any grant-supported activities, programs, or projects;
- Occur within the dates of July 1, 2008 and June 30, 2009.

Organizational Development Grant Program grants cannot be used for:

- Fundraising activities, such as capital campaigns or endowment campaigns;
- Construction or renovation projects;
- Political advocacy costs;
- Debt retirement.

Matching Requirements

1. Every *Organizational Development Grant Program* grant requires a 2:1 match by the applicant. This means that the Arts Council of Fairfax County will provide no more than one-third of the total expenses of the proposed activity, program, or project.
2. The matching funds may come from any source except the Arts Council of Fairfax County or the Fairfax County government. Potential sources of your matching funds include foundation grants, private donations, ticket sales, and member dues.
3. In-kind contributions may consist of donated goods.
4. The value of all in-kind contributions shown as income must be offset by line item expenses in the total budget.
5. The value of in-kind goods must be documented with invoices, billing statements, or donation letters. To the extent possible, documentation about the donor and the value of in-kind goods should be provided with the application. If the grant is awarded, this documentation must be provided with the final report required at the end of the grant period.

Funding Category

Organizational Development Grant Program grants are non-recurring grants used to support eligible nonprofit arts organizations in Fairfax County, the City of Fairfax, and the City of Falls Church in developing the business aspect of the arts. Eligible activities include, but are not limited to, staff training, strategic planning, board development, and financial management activities. These grants will not fund operating expenses. The Arts Council of Fairfax County intends for the *Organizational Development Grant Program* to support both established and developing arts organizations.

Review Process

Following the grant application deadline, Arts Council of Fairfax County staff determines whether an applicant is eligible and whether an application is complete. Staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

All eligible applications for the *Organizational Development Grant Program* are evaluated by panel review. Panelists are arts professionals with a particular knowledge or expertise of the segments of the arts community that are eligible to apply to the Arts Council for funding.

The Arts Council of Fairfax County Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the *Organizational Development Grant Program* and of the Arts Council of Fairfax County.

Evaluation Criteria

An Advisory Review Panel, usually comprised of 5-9 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit. The Arts Council of Fairfax County selects panel members for their diverse backgrounds, expertise in a particular arts discipline, and knowledge of the community. Panelists will evaluate each grant request based on the criteria below:

1. Feasibility of Project & Effectiveness in Enhancing Applicant's Operations
 - How well is the project designed? Is it feasible within the time frame?
 - Have enough details been defined within the project to assure some level of success in reaching the outlined goals of the project?
 - Will the project enhance the applicant's operations?
 - Are the project's proposed results sustainable?
2. Use of Best Practices
 - Does the project follow typically accepted best practices for nonprofit organizations?
3. Qualifications of Personnel
 - Does the applicant demonstrate that participating personnel, whether staff, volunteers, or consultants, have appropriate qualifications, background, and experience?
4. Budget Feasibility
 - Is the budget appropriate and cost-efficient to complete the project activities?
 - Is the budget reasonable, realistic, clear, and complete? Are the figures accurate?
 - Do the proposed sources and amounts of matching funds anticipated appear to be reasonable and attainable?
 - Is the budget appropriate for the scale of the program and the size and characteristics of the intended audience?

Conditions of a Grant

Grant recipients must agree to comply with the following conditions of an *Organizational Development Grant Program* grant.

Duration of a Grant

Generally, project activities supported by *Organizational Development Grant Program* grants may be carried out for one year, between July 1, 2008 and June 30, 2009.

Organizational Eligibility

Grant recipients must continue to meet all *Organizational Development Grant Program* eligibility requirements during the grant period. Grant recipients are required to notify the Arts Council of Fairfax County Grants Administrator in writing of any major financial, leadership, or programmatic changes to their organization.

Amount of Grant

Organizational Development Grant Program grants range from \$1,000 to \$5,000. The Arts Council will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

Cost Sharing

Every *Organizational Development Grant Program* grant requires a 2:1 match by the applicant. This means that the Arts Council of Fairfax County will provide no more than one-third of the total expenses of the proposed activity, program, or project. See page 4, Matching Requirements, for more information on the cost share requirements.

Use of Funds

Organizational Development Grant Program grants may be used for a broad range of activities. Grant funds may not be used for fundraising activities, such as capital campaigns or endowment campaigns, construction or renovation projects, political advocacy costs, debt retirement, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period.

Acknowledgement of Arts Council Funding

The Arts Council of Fairfax County requires acknowledgement of the Arts Council's support for all public programs and services. Credit the Arts Council as a donor on all printed materials through use of the Arts Council logo and the statement, "This program is funded in part by the Arts Council of Fairfax County, supported by the County of

Fairfax.” Grant recipients should send copies to the Arts Council of all materials that are distributed to the public, e.g., flyers, brochures, or program booklets.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. The Arts Council will notify applicants of final decisions in October, 2008.

Payment and Reporting Procedures

Grant recipients are required to submit an interim financial report no later than six months after receipt of the grant funds. The interim financial report should show that all matching requirements have been met. Once this report is approved by the Arts Council of Fairfax County Grants Administrator, all remaining grant funds will be released to the grant recipient. Grantees are also required to submit a final performance report and a final financial report at the end of the grant period.

Attendance at Arts Council Annual Meeting

Grant recipients are required to attend the Arts Council’s annual meeting. This meeting is typically held in January.

Grant Preparation Assistance

The Arts Council of Fairfax County will conduct free grant preparation workshops to instruct prospective applicants on how to complete a *Organizational Development Grant Program* application. The Arts Council strongly encourages attendance by all potential applicants. An applicant's attendance at a workshop will not affect the evaluation of the application.

Grant preparation workshops will be held:

Wednesday, May 7, 2008 at 7 p.m. (1st Floor Conference Room)

Saturday, May 10, 2008 at 10 a.m. (2nd Floor Conference Room)

Both workshops will be held at the Arts Council's offices, located at 4022 Hummer Road in Annandale. The workshops will cover the same material; you only need to attend one workshop. The workshops should run approximately 1.5 hours although they may be longer with questions.

For further information or directions, please contact Jeannette Thomas, Grants Administrator, by e-mail at jthomas@artsfairfax.org or by telephone at (703) 642-0862, ext. 4.

Grant Writing Tips

- Write clearly and concisely.
- Do not use jargon.
- Remember that the people who are reading your application may know nothing about your organization or your programs.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information in different narrative sections.
- Keep in mind that the Arts Council staff does not participate in panel discussions. The application must stand on its own merits.
- Be sure that when a reader has finished reviewing your grant application, s/he will know your organization.
- Verify that all contact information in your application is correct, including e-mail addresses and phone numbers.
- Financial information referred to in the narrative should match the numbers on the Budget Form.
- Use the Arts Council Grant Administrator as a resource. If you have any questions, don't hesitate to call at (703) 642-0862, ext. 4, or e-mail to grants@artsfairfax.org.

The Application Package

An application requesting funding from the *Organizational Development Grant Program* should include the following materials in the following order:

1. Form A
2. Project Marketing Description (not to exceed 100 words)
3. Organizational Profile (not to exceed one page)
4. Schedule of Completion (not to exceed one page)
5. Narrative (not to exceed three pages)
6. Budget Form
7. Optional Budget Narrative (not to exceed one page)
8. List of Key Project Staff, Board Members, and Consultants with Resumes
9. Eligibility Checklist
10. Treasurer's Report or Audit (audit required if applicant's budget exceeds \$500,000)
11. IRS Letter of Determination for your organization and/or your parent organization
12. Most recent IRS 990 submission
13. Supplemental materials with identifying cover sheet (not to exceed 10 print pages plus one CD/DVD/VHS tape). You must include an identical set of your supplemental materials in each copy of your application.
14. Application Checklist

All *Organizational Development Grant Program* grant applications must be received (not postmarked) at the Arts Council of Fairfax County no later than June 2, 2008 at 5 p.m.

Application Formatting

1. You must complete all pages using at least 11 pt. Times New Roman, Arial or Helvetica font. The application is available in Word format by sending an e-mail request to grants@artsfairfax.org or by downloading it online at www.artsfairfax.org.
2. Use a margin of not less than 1" on all four sides.
3. DO NOT STAPLE ANY PAGES. You may separate the sets of copies with paper clips or binder clips. Please do not use any additional separators or title pages to divide parts of the application from one another.
4. DO NOT send notebooks, folders, binders, or plastic sheet protectors.
5. All submissions must be typed on a computer or typewriter. Handwritten or hand-printed applications will be returned.

Supplemental Materials

Submission of additional materials is optional, but strongly encouraged. Materials should describe recent (within the last two years) activities. Supplemental materials will not be returned to the applicant. You can submit up to 10 items of print materials and one CD, DVD, or Video sample. Please include seven identical copies (one for the original and one for each copy of your application) with the following types of information:

- Printed copies such as programs, brochures, catalogs, study guides, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, and awards.
- CD/DVD/Video Samples: Examples include VHS format video cassette or DVD of no more than 5 minutes. Label each sample with the applicant's name and the title and date of performance. Video tapes must be cued to begin at the start of the five minute segment. CD and DVD samples must include a time stamp and a starting time to let the reviewer know where to cue the performance.

Identification of Supplemental Materials

- Submit one page describing all the support materials included with your application.
- Please be sure that the organization's name appears on all support materials.

Submitting Your Application

All *Organizational Development Grant Program* applications must be received (not postmarked) at the Arts Council of Fairfax County no later than June 2, 2008 at 5 p.m. You must submit one original of your application and six copies of your application.

- Applicants should submit the application before 5 p.m. on June 2, 2008.
- Applications may not be faxed or transmitted electronically.
- Send applications attention the Grants Administrator, Arts Council of Fairfax County, 4022 Hummer Road, Annandale, VA 22003. Applications must be received in the offices of the Arts Council on or before the deadline. It is not a postmark deadline.
- If you wish to use the U.S. Post Office or a delivery service such as FedEx or UPS, please select a service with a guaranteed delivery date.
- Late applications will not be accepted. The Arts Council strongly recommends that you hand deliver your application. Applications that are late due to post office delays will not be accepted.

Reminder

- Incomplete, faxed, handwritten and/or late applications will not be eligible.
- Be sure that all required signatures are provided.
- Be sure that you have provided one original and six copies of the application package.
- Be sure that your application complies with all formatting requirements on page 10.
- Be sure that your application is collated in the order listed on the APPLICATION CHECKLIST at the end of this document.

Appeals Process

Unless there are grounds for an appeal, all funding decisions of the Arts Council are final. Arts Council funding decisions may be appealed only upon the following grounds:

1. The Applicant's grant application was denied based on criteria other than those set forth in the applicable guidelines, where the application of such improper criteria was open and obvious and there was also no legitimate basis for denial under the applicable guidelines;
2. The Applicant's grant application was denied based on the grant panel's failure to apply the applicable guidelines, where such failure is open and obvious and not merely a subjective evaluation of the merits of the application;
3. The Applicant's grant application was denied based on the grant panel's failure to consider relevant evidence presented in support of the grant application, where such failure was both open and obvious and not merely the result of the Applicant's failure to properly identify or present such evidence; and/or
4. The Applicant's grant application was denied as the direct result of an undisclosed conflict of interest between the Applicant and a member of the grant panel, where, but for such conflict, the Applicant's grant application would not have been denied.

Other than the grounds listed above, there are no other grounds for an appeal, including, but not limited to, general dissatisfaction with the process, dissatisfaction with the amount awarded, dissatisfaction with the qualifications of the members of the grant panel, disagreement with an opinion of a member of the grant panel, or the Applicant's desire to submit additional evidence.

To file an appeal, an Applicant must submit a written appeal request directly to the Arts Council. Such appeal must be received by the Arts Council within fourteen (14) calendar days of the date of the applicant's notification letter from the Arts Council with regard to the funding decision being appealed. An appeal must state the grounds for the appeal and provide clear and convincing evidence in support of such grounds. No evidence or supporting materials which could have been provided as part of the Applicant's original grant application will be considered.

All appeal requests will be reviewed by the Grants Committee of the Arts Council's Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by the Arts Council. If the Grants Committee determines that there exist grounds for an appeal, the Grant Committee will re-evaluate the application. All decisions of the Grant Committee with regard to any re-evaluation will be final. If the Grants Committee determines that there are no grounds for an appeal, then the original decision of the grant panel shall become final without further recourse or reconsideration. All decisions of the Grants Committee with regard to appeal requests are final without further recourse or reconsideration.

Arts Council of Fairfax County 2009 Organizational Development Grant Program Application Form A

Organization Name _____ Federal Employer ID# _____

Mailing Address _____ City _____ Zip Code _____

Organization Street Address (not P.O. Box) _____ City _____ Zip Code _____

Organization Website _____ Organization Phone (____) _____ Organization Fax (____) _____

Check the appropriate Fairfax County magisterial district for your organization's street address:

- | | | | |
|--------------------------------------|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Braddock | <input type="checkbox"/> Lee | <input type="checkbox"/> Providence | <input type="checkbox"/> City of Fairfax |
| <input type="checkbox"/> Dranesville | <input type="checkbox"/> Mason | <input type="checkbox"/> Springfield | <input type="checkbox"/> City of Falls Church |
| <input type="checkbox"/> Hunter Mill | <input type="checkbox"/> Mount Vernon | <input type="checkbox"/> Sully | |

Project Director _____ Project Director Title _____

(____) _____ Project Director Telephone _____ Project Director E-mail Address _____

Chief Administrator _____ Chief Administrator Title _____

(____) _____ Chief Administrator Telephone _____ Chief Administrator E-mail Address _____

Amount Requested \$ _____ Amount Matching (2:1 match required) \$ _____

Project Title _____

Proposed Project Start Date _____ Proposed Project End Date _____

1. Has your organization applied to the Arts Council of Fairfax County in the past? _____Y _____N

2. Has your organization received funding from the Arts Council of Fairfax County in the past? _____Y _____N

3. Which category best describes the primary activity of your organization? (check one)
- | | | |
|---|---|--|
| <input type="checkbox"/> Arts education | <input type="checkbox"/> Instrumental music | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Literature | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Film | <input type="checkbox"/> Multidisciplinary /arts services | <input type="checkbox"/> Vocal music/opera |

4. Number of performances, exhibitions, events annually: _____ 5. Estimated annual audience: _____

6. Two signatures are required; the organization's chief administrator and a board member (preferably chairman of the board).

We the undersigned attest to the accuracy of the information submitted in this application and we will comply with all Compliance Requirements as described in the Guidelines.

Chief Administrator/Date _____ Board Member/Date _____

Print Name _____

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
Project Marketing Description (not to exceed 100 words)**

Provide a brief overview of your project, describing your specific project, not the applicant organization. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area. If your project is funded, the Arts Council will use this description in publicity materials to describe your project activities. Do not exceed five sentences or 100 words in your description.

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
Organizational Profile (not to exceed one page)**

Provide an organizational profile of no more than one page. The organizational profile gives the reviewers an understanding of the applicant organization, and will help reviewers to assess the Appropriateness of Project to Applicant's Mission evaluation criterion. Include the following information:

1. Describe the applicant organization's history, mission, and goals. If you are division or separate program of a larger organization, describe that organization's history, mission, and goals as well as the history, mission, and goals of your division/program and explain your relationship to the larger organization.
2. Describe the applicant organization's service area (audience served, including size, demographic characteristics, and geographic area).

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
Schedule of Completion (not to exceed one page)**

Provide a Schedule of Completion (a timeline) that shows when each major project task will be undertaken. The Schedule of Completion must correspond to the activities described in the narrative and the project dates on Form A and Budget page. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet.

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
Narrative Questions (response not to exceed three pages)**

In narrative form, answer the following questions and requests for information as they apply to your organization in **three pages or less**. Please number your answers in the order found below. Please include your organization's name at the top of each page.

1. Describe the organizational need to be funded. What will the grant be used for and how will you measure the success of the grant?
2. Explain how you developed this project design; for example, met with consultants, discussed with other similar organizations, received recommendations from professionals in this field. Describe when will key milestones be reached and the individuals responsible for meeting them.
3. List and briefly describe the qualifications of the key personnel for this project, whether paid staff, volunteers or consultants. If they have not been selected, briefly describe your selection criteria.
4. How will the grant funds improve and sustain the operation of your organization?
5. What effect will this project have on your programming or activities?
6. Why is this project appropriate for your organization at this time?

Arts Council of Fairfax County 2009 Organizational Development Grant Program Budget Form

Outline the expenses and income specific to this grant request. This is not your organization's total budget. Describe the expenses and income with as much detail as possible. Please round up or down as appropriate to the nearest \$10.

Organization Name _____
 Project Dates _____ to _____

EXPENSES	Applicant	Arts Council	Total Expenses
Personnel			
Administrative staff salary & benefits			
Artistic staff salary & benefits			
Technical/Production staff salary & benefits			
Contract: artistic			
Contract: other _____			
<i>Sub-total Personnel</i>			
Other			
Rental: rehearsal & performance			
Advertising & Promotions			
Travel			
Other: _____			
Other: _____			
<i>Sub-total Other</i>			
TOTAL EXPENSES			
REVENUES	Applicant		
Earned Income		Do not write in this area.	
Tickets/Admissions			
Contract Services			
Performance Fees			
Other: _____			
<i>Sub-total Earned</i>			
Contributed/Unearned			
Individuals			
Corporations			
Foundations			
Federal			
State (VCA and/or line item)			
Local (Arts Council or other)			
<i>Sub-total Contributed/Unearned</i>			
TOTAL REVENUES			
TOTAL REVENUES			
GRANT REQUEST			
TOTAL INCOME (must equal TOTAL EXPENSES)			

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
Budget Narrative (optional; not to exceed one page)**

The Budget Narrative gives the applicant the opportunity to explain all elements of the Budget. This form is not required, but is recommended if your Budget includes expenses for equipment, supplies, travel, or services. If your Budget includes “Other” project expenses that are greater than \$1,000, the Budget Narrative should detail the individual expenses included in that figure.

If Arts Council funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Narrative should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
List of Key Project Staff, Board Members and Consultants
with Resumes**

Provide a list of the key project staff, board members, and the consultants who will be directly involved in the program. Add resumes or curriculum vitae of no more than two pages each for all key personnel (staff, board members, and consultants). If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes.

**Arts Council of Fairfax County
2009 Organizational Development Grant Program
Eligibility Checklist**

Organization _____

Please check all appropriate boxes:

My organization's core mission is the creation, exhibition, presentation, production, or performance of and/or education in, an arts discipline.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization has regular activity in a minimum of four different months in the year or 120 days of the year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization is in compliance with all local, state, and federal laws.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization holds current or pending status under IRS code 501(c)(3).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization operates as a specifically defined arts division or program within a larger nonprofit 501(c)(3) organization.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization has an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization presents at least 51% of public artistic activities within Fairfax County, the City of Fairfax, or the City of Falls Church.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization meets, rehearses, exhibits, and operates within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization has 51% of the members of the board of directors work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization has 51% of audience members are residents of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization has independently prepared financial statements such as an audit or a treasurer's report (audit required for organizations with expenses of \$500,000 and above).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization has submitted all required final reports for any grant(s) received from the Arts Council of Fairfax County during fiscal year 2008.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My organization is a current member of the Arts Council of Fairfax County.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

We the undersigned certify that the organization meets all the eligibility requirements described in the *Organizational Development Grant Program Guidelines and Application*.

Chief Administrator//Date _____

Board Member/Date _____

Print Name _____

Arts Council of Fairfax County 2009 Organizational Development Grant Program Application Checklist

Organization _____

Use this checklist to ensure that your application is complete and in the following order:

Original Copy

- Form A, with original signatures in blue or red ink
- Project Marketing Description (not to exceed 100 words)
- Organizational Profile (not to exceed one page)
- Schedule of Completion (not to exceed one page)
- Narrative (not to exceed three pages)
- Budget Form
- Optional Budget Narrative (not to exceed one page)
- List of Key Project Staff, Board Members, and Consultants with Resumes
- Eligibility Checklist
- Treasurer's Report or Audit (audit required if applicant's expenses exceed \$500,000)
- IRS Letter of Determination for your organization and/or your parent organization
- Most recent IRS 990 submission
- Supplemental materials with cover sheet (not to exceed 10 items plus one CD/DVD/VHS tape)
- Application Checklist (this page)

Once the Original Copy is complete, make six copies with all items in the same order.

Remember

- You must complete all pages using at least 11 pt. Times New Roman, Arial, or Helvetica font.
- Use a margin of not less than 1" on all four sides.
- DO NOT STAPLE ANY PAGES. You may separate the sets of copies with paper clips or binder clips. Please do not use any additional separators or title pages to divide parts of the application from one another.
- DO NOT send notebooks, folders, binders or plastic sheet protectors.
- All submissions must be typed on a computer or typewriter. Handwritten or hand-printed applications will be returned.